

# Arts Learning Grant Notification Packet

## Paperwork Checklist

### 1. Make a copy of all documents for your records

- ☐ read and review the **Grant Award Agreement**
- ☐ read and review the **General Grant Conditions** *(this does not need to be signed/returned, but must be read carefully)*

### 2. Mail the following to the ACA Offices no later than **OCTOBER 25, 2010**:

- ☐ original, signed **Grant Award Agreement**
- ☐ original, signed **Arizona State Substitute W-9**

### 3. Fax or mail the following up to 45 days prior to the project start date:

- ☐ copy of **Sponsor and Artist/Company Contract** signed by both parties
- ☐ copy of **Receipts/Invoices** (if applicable)

My project start date: \_\_\_\_\_ Date to submit paperwork: \_\_\_\_\_

### 4. Complete the online Final Report no more than 30 days after the project end date:

- ☐ **Organization/School Final Report** (complete online through EGOR)

My project end date: \_\_\_\_\_ Date to submit Final Report: \_\_\_\_\_

#### Important information:

- Your grant payment cannot be released until all documents listed under steps 2 and 3 have been submitted.
- All forms are to be filled out by the organization/school, **NOT THE ARTIST**.
- Your organization/school will not be eligible to receive funding for your 2010-2011 grant until you complete your 2009-2010 Final Report (if applicable). Failure to complete your 2009-2010 Final Report by **August 1, 2011** will render your organization/school ineligible for 2011-2012 grant funding.
- The Arts Commission Grant including travel/per diem and supply funds (if applicable) will be sent directly to the party indicated on the Arizona State Substitute W-9 (filled out by the organization/school **NOT THE ARTIST**). The organization/school is responsible for paying the artist.